

Washington County

Job Description



Title:	Librarian	Code:	
Division:	County Library System	Effective Date:	11/10
Department:	County Library System	Last Revised:	1/13
Career Serv:	Yes	FLSA:	Yes

GENERAL PURPOSE

Performs a variety of duties as needed for the delivery of public library services. Assignments may occur within any division or branch of the library including reference, interlibrary loan, technical services, acquisitions, cataloging and youth services.

SUPERVISION RECEIVED

Works under the general supervision of a Branch Manager or the Library Director.

SUPERVISION EXERCISED

May provide supervision to staff as assigned.

ESSENTIAL FUNCTIONS

Provides reference assistance to patrons of all ages and interests in a non-biased, non-judgmental manner; responds to general and detailed reference questions and directs patrons to various locations in the library as needed to locate materials; performs comprehensive readers advisory functions; provides training to patrons in use of computer to locate collection materials via the online database and the Internet; plans and develops bulletin boards and displays and uses other marketing skills to promote library programs and materials.

Participates in collection development and maintenance activities and processes, evaluates collection for weeding and obsolete material; assesses the collection in assigned areas and makes recommendations for new materials to be purchased in order to keep the collection current and to fill gaps; serves on committees and task forces and may be assigned to be the Chair under the direction of the Library Director; performs training for new staff members; provides general training to library patrons and public groups and organizations; promotes library programs and services.

Implements and understands new technology as related to library services; assists patrons with questions related to hardware, software, and the Internet; operates electronic spreadsheets, word-processing, room scheduling software, and reference databases.

Performs circulation duties; assists with opening and closing building and assures general building security; operates library and office equipment and machines; i.e., computers, cash register, credit card machines, telephone system, fax machine, photocopiers, and microfilm readers; provides general instructions to patrons about equipment operation; performs general upkeep on library equipment and machines.

In addition to the above related duties, assignments may occur within any of the following areas:

Public Services: Plans and provides library programs and tours; develops community relationships and partnerships to promote the use of library materials and services; provides training to individual patrons and public groups in the use of library resources; performs duties related to collection development, evaluation, and selection in an assigned area of adult fiction or non-fiction.

Youth Services: Plans and provides story time sessions, general children's and/or young adult programs, tours, school visits, and summer reading programs that promote reading and encourage youth to use library resources; develops services and promotes materials that encourage reading skills; prepares and presents book talks to children, parents, teachers, and caregivers; plans and develops bulletin boards and displays and uses other marketing skills to promote library programs and materials;

develops and maintains relationships with schools and community groups to promote library materials and services.

Cataloging Librarian: Performs electronic cataloging of library materials in all formats; classifies and catalogs library materials using AACR2 (Anglo-American Cataloging Rules 2), USMARC and the Dewey Decimal system; performs original cataloging; has a working knowledge of and proficiency in the OCLC system and the library's Integrated Library System (ILS); searches, edits, imports, updates, and adds holdings and MARC records into library ILS; creates name and subject authority records to meet changing needs of library users; maintains online catalog; provides overall direction, coordination, and evaluation of the centralized catalog; plans, assigns, and directs work and resolves problems; trains and supervises staff in cataloging functions.

Inter-Library Loan: Provides inter-library loan (ILL) services to external patrons and for internal patrons using the Integrated Library System (ILS), OCLC, First Search and other ILL tools; collects statistics for this specific service; tracks materials flow and resolves related billing issues;

System Materials Selector: Follows the system Materials Selection Policy in performing duties related to acquisitions of library materials and resources; follows established procedures for ordering of materials; researches materials for purchase by using professional journals, reviews, and other selection resources; makes direct contact and establishes relationships with vendors; processes invoices, monitors assigned allocation of library materials budget, and ensures adherence to all fiscal guidelines.

Provides other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelor's degree;

AND

B. Two (2) years of experience performing above or related duties;

OR

C. Equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Working knowledge of library reference, circulation, cataloging and classification methods, practices and procedures; Dewey Decimal System; children's, young adult and/or adult literature; various areas of specialization of material related to different patron groups; reader interest levels; knowledge of principles of supervision.

Knowledge and ability to implement and understand new technology as related to library service; operate ILS software; access email and effectively function in a computerized communications environment; operate electronic spreadsheet, word-processing, room scheduling software, and reference databases.

Ability to locate obscure and specialized materials from non-standard sources; analyze professional and administrative problems and make recommendations for solutions; possess problem solving and communication skills; detail oriented; ability to work well as part of a team; establish and maintain professional relationship with fellow employees, subordinates, and patrons; desire to serve the public with friendliness, tact, and diplomacy; plan and direct specialized library services; maintain and control fiscal aspects of library planning; communicate effectively verbally and in writing.

3. Physical Requirements:

Able to reach to a height of 7' with or without a step stool; bend and stoop to reach lower shelves; lift up to 50 pounds with or without assistance; perform repetitive motions; and push loaded books trucks weighing up to 100 pounds.

4. Special Qualifications:

None.

5. Work Environment:

May be required to work some nights and alternating weekends.

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.